

SUGGESTED FORM OF THE INSTRUCTIONS FOR VOTING AN ABSENTEE OR MAIL BALLOT

13-13-214, MCA

CONTENTS OF THE VOTING PACKET:

Enclosed you will find a form allowing you to request absentee ballots for subsequent elections, a secrecy envelope, and a return envelope with affirmation.

TO VOTE:

Include general instructions here on marking each ballot issue or candidate including the use of any marking tool, and, for writing in a candidate name, include the requirement that people who use a pre-printed label or write in a candidate name must still mark the designated voting area. Also, note that after voting the elector must fold the ballot and insert it in the secrecy envelope, and seal the secrecy envelope.

Next, instruct the elector to place the secrecy envelope inside the return envelope and seal it, and tell the elector that the elector must complete and sign the affirmation on the back of the return envelope for the ballot to be counted.

SPECIFICS ON MARKING, CORRECTING, AND REQUESTING A NEW BALLOT:

In this section, you may wish to provide each elector with a diagram on how to mark their ballots, and in the case of an opti-scan ballot, that the elector should not make an X or a check mark. The elector should not cross out, erase, or use correction fluid on the ballot and if the elector makes an error, the elector should request a new ballot.

According to laws in effect starting in 2004, each elector needs to be notified that the elector has overvoted and allowed the opportunity to correct an overvote before casting the ballots, OR each voter must be educated on the effect of casting multiple votes for an office, and provided with instructions on how to correct the ballot before it is cast and counted (including as above, instructions on how to correct the error through the issuance of a replacement ballot if the elector was unable to change the ballot or correct any error). Therefore, you may wish to educate the elector in these instructions, and provide an example of an overvote.

**PLEASE GIVE THIS MATTER YOUR IMMEDIATE
ATTENTION SO THAT YOUR BALLOT WILL BE
RECEIVED IN TIME TO BE COUNTED.**

SCHOOL DISTRICT
ELECTION ADMINISTRATOR